

REQUEST FOR PROPOSAL  
AMENDMENT #1  
March 29, 2006

REQUEST FOR PROPOSAL #DDF0002  
SWIMMING POOL & WATER ATTRACTIONS INSPECTION SERVICES  
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QUESTIONS FROM THE VENDOR CONFERENCE HELD MARCH 22, 2006:

\*NOTE: QUESTION #1 IS AN (updated list for Attachment A summary) AMENDMENT TO THE PROPOSAL

\*Question 1:

The bid area summary is based on the 2004 data. Is there updated data available?  
Can property names and projects be disclosed?

*Answer:*

*Yes, we can get updated data. The numbers are very similar. An updated summary is attached with a more descriptive type of project associated with the numbers in each county.*

*As for further information of property names and project names, etc., the open records law has always allowed disclosure of state business records.*

Question #2:

Is one project considered as one property, or can one property have several projects?

*Answer:*

*Each pool that has its own individual recirculation system is to be considered one project of which you would make an inspection. If there is a recirculation system that has a combination of pools that utilize it, that is considered one project, i.e., a leisure river that went through a zero depth entry, and it's all one huge vessel that it goes through one recirculation system, that would be considered one project.*

*Another example: A hotel that has a pool and a whirlpool each with their own recirculation system would be considered two projects.*

Question #3:

Some of us who have other inspection credentials may see other areas that need code compliance, so I wanted to be clear that this is only to inspect the requirements within Comm. 90, and not for Comm. 16, Comm. 82, 83, 84, etc. if we should see any of those other types of issues or any violations?

*Answer:*

*This RFP is responsible for enforcing Comm. 90. If Comm. 90 refers to or adopts by saying "it shall be in accordance with", then anything that is within Comm. 90 is part of this. However, if an inspector should notice any serious violations other than the Comm. 90 enforcement at the assigned project inspection in their awarded bid area, it should be*

*reported to the Commerce Swimming Pool Program Section Chief or State district inspector for appropriate action.*

Question #4:

Is this ONLY for new construction and alterations?

*Answer:*

*Yes. This is for projects that require a plan submittal and inspection through Comm. 90, which are new submittals and alterations.*

*Basically, a plan approval will have at least one subsequent inspection. Part of the training procedure would include reviewing a plan, and with the plan, conduct the inspections. The plan would be left on site for the health inspector, and the health inspector licenses it after it passes the Comm. 90 final inspection.*

Question #5:

Will a notification be given to the installer with the contact name of the inspector that will be handling the inspection?

*Answer:*

*We will be sending out articles/letters notifying the installers. Commerce approval letters will have the name and location of the property assigned to the inspector, and it will also indicate who the inspector is and how to contact them as well. This way, the designer/installer will know who needs to be contacted for the inspection.*

Question #6:

On Pg. 13, Item H, "If 90 days pass without an inspection request for a project, remind the permit applicant of the need for inspections", are we going to be responsible for staying on top and calling these installers to find out when they're going to call us?

*Answer:*

*It is worded so that, if 90 days (3 mos.) go by and you've got the plan and haven't been contacted at this point by the installer, we're asking that a call or an e-mail be sent asking "when will it be ready for inspection?" We want to make sure each pool gets inspected, and you have a responsibility to contact them if 90 days pass and you are not notified.*

Question #7:

On Pg. 15, Item J, it states that our inspection reports and paperwork that is generated is property of the state. Once the project is closed and final, would we be able to submit these to you once total compliance was made with Comm. 90 instead of storing them ourselves?

*Answer:*

*Per the Supplemental Standard Terms and Conditions attached, Section 7.0 Recordkeeping and Record Retention, "the contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made."*

*For this RFP, if the contractor wishes to turn over all documents pertaining to the inspections once they are final, it could be discussed with the Swimming Pool Program Section Chief.*

Question #8:

On Pg. 14, Section 5.6, Required Education, would that only be required if you are awarded a bid area, and is there enough activity currently that we can get properly trained to the Commerce standards that we can start doing our own work?

*Answer:*

*The training would be given after the contract(s) is awarded for this RFP.*

*The 3 day course is a classroom type training, the other is onsite training. We anticipate having this onsite inspection training within the bid area, if not, there are several possibilities for this, we could select an existing pool to go through or we would find an inspection going on at some time to do the training.*

Question #9:

Would the 3 day training be held in Madison?

*Answer:*

*The Department will make that decision after the contracts are awarded.*

Question #10:

If the contracts are awarded in June, is this just going to be awarded for ground breaking projects at that time or will some of the projects already have been started?

*Answer:*

*If the inspection has been started by Commerce, we would finish the inspection. We would not assign you to finish a project that Commerce staff has started. If a new pool is in ground breaking stage in your bid area, that would get assigned to you.*

Question #11:

If someone is filling in for me to perform the inspections, would they need to go through the training too?

*Answer:*

*Yes. See Pg. 14, Section 5.6 Required Education.*

Question #12:

On a project where there might be 4 separate pools, they will require 4 separate rough-in and 4 separate final inspections, but there may be times when they are not all finished at the same time and would require inspections on 4 separate days.

*Answer:*

*Correct. It would be better for everybody if the installer would contact the inspector to indicate when they will all be done on a certain date, but they are entitled to have 4 separate inspections, even if it does fall on 4 separate days.*

Question #13:

On Pg. 4, Section 1.2.1, the job function of this person includes collecting the fees, would you clarify that?

*Answer:*

*You would be responsible for collecting the fees for each inspection in your bid area. Commerce would not be responsible for getting that money and giving it to you. Depending on the proposal awarded, it will be your responsibility to invoice/collect the fees submitted in the Cost Proposal, Attachment B.*

Question #14:

Would you be able to notify the pool installers in their approval letter that they need to pay the fees to the inspector or inspection agency that is doing the inspections?

*Answer:*

*This is something we will consider once the proposal has been awarded.*

Question #15:

Are these fees always paid by the installer, not the property?

*Answer:*

*We do not have a mandate indicating who pays the fees, it can come from the owner, designer, or the installer. Currently, when we receive a plan, we receive the fee before we do the plan review or inspection.*

Question #16:

On Pg. 5, Section 1.2.2, It states that "At the determination of the Department prior to the execution of this contract, the scope MAY include public swimming pools or water attractions that were partially inspection by the Department or the Department of Health and Family Services."

*Answer:*

*Currently, there are not any such projects that Commerce is aware of, but we put this language in the proposal as a clause should this occur.*

Question #17:

Is there a credential we need to be aware of for this inspection service?

*Answer:*

*There is no certification or license that we issue for this. At this time, there is no proposal to have this mandatory. Currently, we plan to audit all inspectors accordingly.*

Question #18:

Do you anticipate any changes in the near future, in a year or so, to Comm. 90, and could we go to the Commerce web site to find this change to print out?

*Answer:*

*Yes, Commerce has recently changed the water attractions portion of the code and we are starting a code committee now on the remainder of the code. This process would be anticipated to take at least 1 ½ years before any changes would take effect.*

*As for receiving any updated information, there is a place on the Commerce web site to sign up for e-mail (on a particular subject) that will be sent to you every time there is a change or update to the subject you choose.*